

Policy

Clarence Valley Cultural and Sports Trust

Responsible Manager (Title)	Manager, Communications and Engagement		
Adopted by Council		Minute Number:	
File Reference Number	ECM: 1405558	Version DV8.0	Review Due:
Document(s) this policy Supersedes	V7.0 – 22/08/2023 – 07.23.141 V6.0 – 20/08/2016 – CM 6c.19.038		
Community Plan Linkage	1.5 Society - An inclusive community where diversity is respected and Clarence Valley residents, regardless of age or ability, have equal access to quality services, events and opportunities		

1 Purpose

- 1.1 To establish guidelines for the equitable and transparent allocation of financial assistance from the Clarence Valley Cultural and Sports Trust Fund (Fund) to eligible applicants.

2 Definitions

Accredited event	An official or recognised event that has received formal approval or authorisation from a governing body that adheres to rules and regulations.
Applicant	The person completing the application form, whether on behalf of themselves or someone aged under 18 years of age.
Clarence Valley Cultural and Sports Trust Fund	A budget allocation established annually at the discretion of Clarence Valley Council to provide financial support to individuals under this policy. It is also reflected in the annual Clarence Valley Council Operational Plan.
Delegated Officer	Clarence Valley Council Mayor.
International level	An event or activity that involves participants from at least two countries.
Leadership opportunity	An activity that provides the opportunity to voice the unique opinions and perspectives of, and on behalf of, young people, and provide the skills and knowledge to empower them to drive positive change.
National level	An event or activity for which competitors or participants come together nationally to represent their state or nation.
Recognised Authority	A governing body or organisation that is generally recognised within its field as having the authority to select or nominate individuals to represent their field at a national or international level.

3 Background/Legislative Requirements

- 3.1 Section 356 of the *Local Government Act 1993* gives Council the power to financially assist others.
- 3.2 Sections 377(1) (1A) of the Act state that Council may delegate to the General Manager or any other person, its functions to the granting of financial assistance if –
- a) the financial assistance is part of a specified program, and
 - b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - c) the program's proposed budget for that year does not exceed 5 per cent of the Council's proposed income from the ordinary rates levied for that year, and
 - d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

4 Policy Statement

- 4.1 Council will allocate financial assistance from the Clarence Valley Cultural and Sports Trust Fund year-round, or until funds under the Fund have been exhausted.
- 4.2 Council will ensure that financial support is provided in an equitable and transparent way by:
- providing a policy that sets out clear guidelines and eligibility criteria
 - advertising the funding via Council's usual communication channels
 - making the application accessible via the SmartyGrants link on Council's website
 - considering applications in line with budget allowances
 - preparing a regular report of all applications for the Delegated Officer (as determined by Council) to endorse financial assistance for eligible applicants.

Applications may be considered under special circumstances (at Council's discretion).

- 4.3 Applicants must:
- upload an application via the SmartyGrants link on Council's website
 - include required documentation that confirms the applicant's selection
 - provide evidence of parental/guardian consent, if applicant is a young person under 18
 - only apply to the Fund for events/activities being held within the calendar year for which financial assistance is granted
 - submit their application at least 30 days prior to the event/activity, or demonstrate that insufficient notification was provided to the applicant by the event organiser
 - only use financial assistance for the purpose for which they are approved
 - provide photographic evidence of their attendance at the event within six weeks of the event's completion.
- 4.4 Financial support will be to a maximum of:
- \$300 per individual for selection to an eligible activity at a National level per year

- \$550 per individual for selection to an eligible activity at an International level per year
- applicants may receive financial support for one national and one international event or competition per year, to a maximum of \$850.

4.5 Submission of an application does not guarantee financial assistance will be allocated. Prior allocation of financial assistance to an applicant does not guarantee future allocation.

5 Eligibility Criteria

5.1 Financial support will only be provided to applicants who:

- a) have been selected/nominated by a Recognised Authority within their field of endeavour to compete or participate in an accredited national or international sporting or cultural event/competition, or an accredited leadership opportunity, and
- b) are 19 years of age or younger, and
- c) reside in the Clarence Valley Council Local Government Area, and
- d) adhere to requirements set out in the Policy Statement.

6 Assessment Process

- 6.1 A Council Officer will assess applications against the criteria as set out in sections 4 and 5 of this policy, to determine eligibility.
- 6.2 A recommendations report will be prepared at the end of each month for presentation to the Delegated Officer in the first week of the following month. The report will include all eligible and non-eligible applications for the month for consideration by the Delegated Officer. In the case of exceptional circumstances where the minimum timeframes are not met by the applicant, the Council Officer may prepare a special report for the Delegated Officer to endorse a recommendation.
- 6.3 The Delegated Officer will review and endorse recommendations in accordance with the Clarence Valley Cultural and Sports Trust Policy.
- 6.4 If the Delegated Officer considers an application has merit but does not meet the eligibility criteria as set out in this policy, the Delegated Officer may present that application to Council in a report for consideration at an ordinary council meeting. The report will include a recommendation from the Delegated Officer outlining reasons why that application has merit.

7 Related Documents

- 7.1 Privacy Management Plan.

8 Attachments

Nil